



## ADMINISTRATIVE ASSISTANT

The Embassy of the United States of America in Wellington invites applications for a full time Administrative Assistant with the Office of Overseas Building Operations.

If you are a professional who is driven, flexible and enjoy working in a busy environment, then this position is for you! This position will be for a fixed term, for an initial period of 34 months to cover the completion of a project. The Administrative Assistant will coordinate the office administrative functions such as answering phone calls, making reports, ordering supplies, scheduling maintenance, and distributing incoming and outgoing correspondence. The incumbent will also be responsible for managing the Project Director's calendar and for administering the tracking of funds associated with the project.

To be successful in this role you will have completed at least two years of full time, post-secondary study at college or university, and have a minimum of three years experience in office administrative work. A minimum of two years of this experience should be in Construction/Engineering/Architectural project support. You will need to be able to demonstrate a working knowledge of standard operating procedures in office and work flow administration. You will also have strong computer skills, be competent in MS Office and also be able to learn new computer programs on the job.

You will also have to manage your time well, be organized and have attention to detail. Working as a part of a close knit team, you must also demonstrate an ability to work as part of a team, and an ability to maintain confidentiality of personal and personnel information. A valid driving license is required.

The starting salary for this position is \$48,261 per annum, with some special benefits e.g. both U.S. and New Zealand Holidays - a total of 20 days; and 8.7% contribution by the employer to an employee's retirement.

*If you are not a New Zealand citizen or permanent resident, you **must have a current valid work permit** to be eligible to apply for this position. All employees of the U.S. Government are required to complete full medical and security background checks.*

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at [http://newzealand.usembassy.gov/job\\_opportunities.html](http://newzealand.usembassy.gov/job_opportunities.html)

If you meet all the eligibility criteria for this role, please complete and submit your application form, cover letter and CV by email to [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov)

For further information please forward correspondence to:

HR Specialist  
Email: [Wellington.HR@state.gov](mailto:Wellington.HR@state.gov)

**Applications close Monday, 21 April 2014.**

***Note:*** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.